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## **Use of Electronic and Communications Devices While Driving**

The use of (hand held or hands free) electronic or communications devices have proven a dangerous distraction while driving. Any activity, especially phone calls and texting, that causes a driver to take his or her eyes off the road, hands off the wheel, and/or mind off the primary task of driving, is dangerous. Driving requires your full attention.

**Policy:** Any Admin employee who is driving a state vehicle may not use a hand held electronic device (such as a cell phone, personal digital assistant (PDA), MP3 player or other electronic communication device). If a call must be made or received while driving, the driver must pull over to a safe place and put the vehicle in “park.” Additionally, drivers should pull over to a safe place and put the vehicle in “park” to make adjustments to a global positioning system (GPS) device or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls or writing e-mail messages while driving a state vehicle.

Employees who do not follow Admin policies and procedures are in violation of such and are subject to disciplinary action.